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OPPPM MEMORANDUM NO. 20-3-28

24 February 1981

OFFICE OF PERSONNEL POLICY, PLANNING, AND MANAGEMENT MEMORANDUM

SUBJECT : Guidelines and Procedures for Selecting Internal and External
Applicants for Professional Development in the Personnel
Career Sub-Group

RESCISSION: OPM 20-3-26 dated 22 March 1978

Selection of applicants for the EP Career Sub-Group is accomplished periodically on the basis of need, in consideration of ceiling limitations, and according to the following guidelines and procedures:

1. GUIDELINES

a. Academic Background - A four-year college degree is preferred with special consideration given to those with degrees in public administration, business administration, personnel management, or psychology. Applicants with degrees in other fields may also be considered.

b. Work experience in personnel, management, or related fields.

c. Interpersonal skills including the ability to work with and obtain the confidence and cooperation of individuals at all levels.

d. Analytical ability or experience.

e. Ability to write clear and concise reports and memoranda.

f. Expressed interest in the personnel/management fields.


g. The Career Sub-Group is interested in the selection of professional officers in the GS-07 through GS-09 grade range. Entry above the GS-09 grade level may be made based upon special qualifications of the applicant and the needs of the Career Sub-Group.

2. PROCEDURES

a. Internal applicants are identified through the issuance of an Agency-wide vacancy notice. A Review Committee made up of GS-14 and above Personnel careerists is appointed by the Director, OPPPM to review the internal applicant files, conduct interviews and make selection recommendations to the Board. The Career Board reviews the record and discusses each applicant. After review and discussions, selections are made and recommendations submitted to the Director of Personnel Policy, Planning, and Management for approval.

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b. External applicant files are initially screened by the Career Management Officer. Those individuals who meet the qualifications as outlined above are brought to Headquarters for testing and interviews. The Career Board then reviews the file, interview reports and test data of each applicant. After review and discussions, selections are made and recommendations submitted to the Director, OPPPM for approval to put the applicant in process.


Harry E. Fitzwater
Director of Personnel
Policy, Planning, and Management

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